

CHANGE ORDER — CHECKLIST

	Included?		If Yes, Approval Required		
	YES	NO	PE	Region	State Const.
I. Executed by the State Construction Office					
1. A cost or credit equal to or exceeding \$200,000.	<input type="radio"/>	<input type="radio"/>	X	X	X
2. A change in the contract documents beyond the scope, intent, or termini of the original contract.	<input type="radio"/>	<input type="radio"/>	X	X	X
3. Any proposed revision or deletion of work that effects the condition of award requirements.	<input type="radio"/>	<input type="radio"/>	X	X	X
II. Executed by the Region					
4. A cost or credit greater than \$50,000 but less than \$200,000.	<input type="radio"/>	<input type="radio"/>	X	X	
5. A change in contract time greater than 10 and less than or equal to 30 working days must be related to changes implemented by change order.	<input type="radio"/>	<input type="radio"/>	X	X	
6. A change in contract time greater than 30 working days or a change in contract time unrelated to any change order.	<input type="radio"/>	<input type="radio"/>	X	X	X
7. A determination of impacts and/or overhead.	<input type="radio"/>	<input type="radio"/>	X	X	X
8. Specification change, involving Headquarters generated specifications.	<input type="radio"/>	<input type="radio"/>	X	X	X
9. Specification change, involving Region generated specifications.	<input type="radio"/>	<input type="radio"/>	X	X	
10. Material or product substitution. (Requires State Materials Lab Recommendation)	<input type="radio"/>	<input type="radio"/>	X	X	X
11. A structural design change in the roadway section. (Requires State Materials Lab approval)	<input type="radio"/>	<input type="radio"/>	X	X	
12. A determination of changed condition.	<input type="radio"/>	<input type="radio"/>	X	X	X
13. Settlement of a claim submitted under Section 1-09.11(2).	<input type="radio"/>	<input type="radio"/>	X	X	X
14. Repair of damage qualifying under Section 1-07.13 of the <i>Standard Specifications</i> regarding “acts of God” or “acts of the public enemy or of government authorities”.	<input type="radio"/>	<input type="radio"/>	X	X	X
15. A structural change for structures (see BTA authority as shown in the <i>Construction Manual</i>).	<input type="radio"/>	<input type="radio"/>	X	X	X

Fill in applicable Verbal Approval dates, if any:

PE Date _____

Region Date _____

State Construction Office Date _____

Verbal Approval:

This is approval given by the executing authority (Headquarters, the Region, or the Project Engineer) to proceed with work prior to issuance of the written change order. This approval is warranted on any change where a cost/time benefit to WSDOT can be realized or a cost/time disadvantage to the contractor can be minimized by prompt action.

Figure 1-5